

AGENCY LETTERHEAD

Date

Ashley Riley Lopes
Grants Administrator
Office for Victims Programs
700 Kipling St.
Lakewood, CO 80215

Dear Mrs. Riley Lopes:

This letter is to notify you of (*Your Organization*)'s intention to seek a grant of \$X,XXX (*estimated amount*) through the Lawyers for Victims Program Funding Opportunity.

We plan to request support of...

Briefly describe your project and organization here, how it is aligned with the Lawyers for Victims Program Funding Opportunity, and answering the questions below:

- 1. When was your organization established and how long has it been providing direct services to crime victims?*
- 2. What direct victim services to crime victims does your agency currently provide (victims do not have to be involved with the criminal justice system to be eligible for support through this funding opportunity, but must be a victim of a VOCA-eligible crimeⁱ)?*
- 3. How does your organization use volunteers?*
- 4. How does your organization assist victims with applying for Victim Compensationⁱⁱ?*
- 5. Can your agency demonstrate substantial financial support from sources other than VOCAⁱⁱⁱ?*
- 6. How will your agency provide a match^{iv} of 20%?*

We would welcome the opportunity to submit a full proposal with additional information for further review.

Sincerely,
(Sign)

Name

Title

Address

Phone Number

E-mail Address

ⁱ Eligible victim types include: Adult Physical Assault, Adult Sexual Assault, Adults Sexually Abused/Assaulted as Children, Arson, Bullying (Verbal, Cyber, or Physical), Burglary, Child Physical Abuse or Neglect, Child Pornography, Child Sexual Abuse/Assault, Domestic and/or Family Violence, DUI/DWI Incidents, Elder Abuse or Neglect, Human Trafficking: Labor, Human Trafficking: Sex, Identity Theft/Fraud/Financial Crime, Kidnapping (custodial), Kidnapping (noncustodial), Mass Violence (Domestic/International), Other Vehicular Victimization (e.g., Hit & Run), Robbery, Stalking/Harassment, Survivors of Homicide Victims, Teen Dating, Terrorism (Domestic/International), Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other.

ⁱⁱ This includes activities such as providing victims with the victim compensation form, connecting them with the local victim compensation administrator, etc.

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ⁱⁱⁱ A minimum of 25% of the applicant's annual budget must come from sources other than VOCA funds.

^{iv} Match: Applicants must provide a 20% cash and/or in-kind match. To calculate the amount of matching funds required, divide your total request by 4. Federal funds may not be used as cash match.